



International  
Alliance for the  
Prevention of AIDS

## MEMORANDUM OF UNDERSTANDING (MoU)

This Memorandum of Understanding executed between **Madras School of Social Work, BSW Department** (hereinafter referred to as **MSSW** for short, situated at No. 32 Casa Major Road, Egmore, Chennai- 600002 represented by **Mrs. P. K. Vathani, Head of the Department (HOD) -BSW,**

And

**International Alliance for the Prevention of AIDS**, hereinafter referred to as **IAPA** for short, an organization engaged in HIV/AIDS prevention through educational strategies and in the care and support of PLHA, especially women and children, represented by **Arulraj Louis, Project Director, IAPA** having its office at No.67/23, Nelson Manickam Road, Choolaimedu, Chennai - 600 094.

NOW THIS MOU witnessed as under: -

### 1. Terms of Reference (TOR)

**IAPA has agreed** for conducting Training of Trainers ToT program in HIV/AIDS for the I year BSW students of MSSW, additionally providing capacity building programs for the students, whenever called for and also collaborate with MSSW, for conducting HIV/AIDS intervention at the Namachivayapuram slum, Choolaimedu and offer additional support to MSSW, as provided in the Terms of Reference. In turn MSSW has agreed to provide students from BSW I year, to work as volunteers during the Summer Internship Program (SIP) implemented by IAPA, during the months of June and July, 2017, as well as collaborate with IAPA in implementing the HIV/AIDS intervention project at the Choolaimedu slum, as provided in Terms of Reference.

### 2. Time Scale

The duration of the assignment will be for **one year**. IAPA will start this assignment from 01.04.2017 and end it on 30th March 2018.

### 3. Accountability and Support

3.1 **Mr. Arulraj Louis the Project Director and of IAPA** will be directly confer with **Mrs. P. K. Vathani, the HOD, I Year BSW students of MSSW** on matters related to implementation of the MoU and in case of any concern, they could raise it with the Board of Directors of IAPA who will work within ToR for implementing all the activities in connection with the MoU.

3.2 IAPA would develop the project proposal and implementing strategies for the Slum Intervention Project, allocate tasks to the volunteers working in the SIP and the support given to MSSW.



#### 4. Scope of Work

##### 4.1 BSW Department of MSSW shall undertake the following responsibilities

1. Provide 7 to 10 BSW I year students to work as counterparts along with American volunteers, during the month of June and July 2017, when SIP is being implemented.
2. Provide **On Duty** facility to the students, whenever they are required work outside the college hours of the students.
3. Provide students to do field work with IAPA in the slum intervention project, every week, as per schedule to be prepared by IAPA and approved by MSSW.
4. Permit the volunteer students to take part in the training programs on SIP HIV/AIDS curriculum, conducted by IAPA, during the months of April and May 2017.
5. Permit the students to participate in the opening and closing dinners hosted by IAPA at the beginning and end of SIP, respectively.
6. Provide other technical support, if required to IAPA for implementing of the Slum Intervention project and smooth running of the SIP

##### 4.2 IAPA should undertake the following responsibilities

1. Conduct ToT in HIV/AIDS for the I year students of BSW and short-list aspiring counterparts, for approval by the HOD of BSW Department.
2. Conduct other capacity building programs, on other topics of health, sex & sexuality, required by MSSW, from time to time, subject to the organization technical capacity in the required topics.
3. Prepare weekly schedules for the SIP program and obtain the concurrence of the HOD of BSW, in advance for involving of the student volunteers in the SIP teaching programs.
4. Prepare schedule, with delegated tasks for the volunteers from MSSW, for Slum Intervention Project and submit to MSSW for concurrence.
5. Donate a **Rolling Shield** on behalf of IAPA, to be awarded to the "Passed Out Student (POS) of the department of BSW, who would be selected every year, by the BSW Department, as per their norms.
6. Donate a Scholarship of Rs. 3000/- by cheque to a poor student of BSW towards purchase of education materials every year, on behalf of IAPA.
7. Obtain necessary permission from the parents of the counterpart students to work as volunteer in the SIP program.



8. Ensure the safety of the students taking part in the SIP program and the Slum Intervention project, especially the girl students.
9. Implement the SIP program and the Slum Intervention Program, in a collaborative way, with MSSW, bearing the costs that would be incurred for their implementation.
10. Prepare reports, photos and other documents on the program/project and share the same with MSSW.

#### 4.3 Formation of Committee

A Management committee would be constituted for the implementation of the MoU, consisting of the following people.

- Arulraj Louis, Project Director and Sheema Gopi, Field Officer of IAPA
- Mrs. P. K. Vathani, HoD, BSW and One member from the department of BSW, selected by the HoD

This committee would be responsible for the strategic planning and implementation of the MoU. They would meet once in 15 days to review the progress of the programs/project and solve any problems or concerns in the same.

#### 4.4 Financial Arrangements

1. IAPA will provide a Rolling Shield on behalf of IAPA, for the Passed Out Student (POS) of BSW department, selected by the department.
2. Provide a donation of Rs.3000/- towards purchase of educational materials for a poor student studying in I BSW, every year
3. Provide travelling expenses of Rs.200/- per day, to each of the Counterparts from BSW, working in the SIP project.
4. Meet all the other expenses that might be incurred towards the implementation of Slum Intervention Project, subject to the budgetary provisions of IAPA.
5. MSSW has no financial commitment in the implementation of this MoU

**5. Cessation or Termination of MOU** If MSSW or IAPA go against the stipulations within this MoU, the collaboration, the MOU could be terminated, by either of the parties, after giving one month's notice to IAPA/ MSSW. In case either parties are not satisfied with the decision to terminate this MOU or there arises any other dispute under or in connection with the MOU, the organizations can approach the **Management Committee** in writing, with full details. The Committee will discuss the issues and arrive at an amicable solution. The decision of the Committee shall be treated as an Award, which will be final and binding on both the parties.



**6. Indemnity**

IAPA shall be responsible to comply with all the Indian Laws. In case however, MSSW is held liable for any default of IAPA then the organization undertakes to indemnify MSSW to such liabilities from its own resources.

**7. Conflicts of Interest**

The Parties represent and warrant that the Parties will not enter into any such contract or MOU, or execute any such document, which will create a conflict of interest or which will prevent it from freely performing any of the provisions of the MOU.

**8. Jurisdiction**

This MOU shall be governed by and be construed in accordance with the laws of India. All disputes between the parties shall be subject to the exclusive jurisdiction of the courts of competent jurisdiction at Chennai

This MOU is signed on the 1st of April 2017

Signed for the Department of BSW

P.K. Vathani

Name: P. K. Vathani

Designation: HOD-UG Department of Social Work

Signed for IAPA

Arulraj Louis

Name Arulraj Louis

Designation: Project Director-IAPA

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Signature of the Principal- MSSW with Seal

